

## **Minutes**

### **Community Preservation Committee**

**DATE:** Wednesday April 18, 2007  
**TIME:** 7:00 PM  
**PLACE:** City Council Chambers, 212 Main Street (Behind City Hall)

Members Present: John Andrulis, Donald Bianchi, Jack Hornor, George Kohout, C. Mason Maronn,

Staff Present: Bruce Young

Jack Horner opened the meeting at 7:00 pm

**Public comment period:**  
No comments from the public

**Minutes:**  
John motioned to approve minutes submitted for Wednesday March 21, 2007  
Don seconded the motion  
All in favor

**Presentation:**  
Stuart Saginor, Executive Director of Community Preservation Coalition, presented "Implementing the CPA in Northampton" to the CPC-see file for copy of PowerPoint presentation

#### **Discussion on presentation:**

- Should the CPC utilize the services of the City Solicitor or set aside funds for a CPC attorney (if allowed by city charter)? Does the Solicitor want the additional workload?
- Project funding-should allocation of funds for projects be paid in advance or upon review of receipts?
- Stuart stated that the CPC may use funds from the administrative account to relieve city staff from certain responsibilities-deed research, legal work, site work, etc
- Discussion on funds from CPA/CPA projects that may be used for non-profit affordable housing staff.
- Stuart stated that the Department of Revenue (DOR) has allowed CPA funds to be used on mixed use/income projects as long as the CPA funds are proportionate to the percent of affordable housing units in the project.
- Stuart stated that recreation expenditures cannot come out of the 10% mandatory open space funds

- Stuart stated that City Council couldn't change recommendations/scope of project, but the City Council could deny a project with recommendations
- Stuart stated that the CPC cannot carry over, year to year, the 5% funds from the administrative account
- Stuart stated that CPA funds can only accrue interest into a CPA account
- Stuart stated that CPA projects on private assets must have an restriction/easement and provide a clear public benefit

#### **Discussion on staffing for CPC:**

- Stuart stated that administrative funds are not available until the end of the fiscal year (July).
- Jack read Paul's letter on Town of Agawam CPC staffing requirements –a minimal budget is provided for administration and a small amount of time is spent on CPC projects
- Jack reported on the Town of Amherst CPC staff- minimal staff time is provided with a small administrative budget
- John presented on East Longmeadow CPC staff- municipal employees work for CPC with no reimbursement and the CPC has never used outside consultants
- John recommended that the CPC review Wilbraham's online form for developing a form for potential CPC projects
- Don reported that he emailed the Chair of the City of Westfield CPC and is waiting for a reply
- George stated that he left a message with the Town of Stockbridge and that their web site has a CPC project form and a link to CPC minutes. George suggested that the Northampton CPC website have a link to the minutes
- Mason-presented on Southwick CPC-see attached
- The CPC decided that CPC staff research should be focused on cities (not towns) that are similar in size and have approximately the same amount of funding from the CPA
- Committee members stated that they would like to meet with Chris Pile, Finance Director, to discuss the budget and finances of the CPC
- Jack provided 2006-2007 City revenue figures of approximately \$700,000
- The CPC estimated the administrative budget, assuming a 100% state match, to be approximately \$70,000

#### **Discussion on City Staffing Memo by Wayne Feiden: see attached**

- Professional City staff could be used for drafting proposals, plans, and project criteria
- The process might be more fluid because City staff members have direct access to existing plans, files, etc.
- Discussion-If City staffs the CPC there could be discussions concerning CPC projects that occur only within the Planning Department/City Hall

- Discussion of members of the community not wanting City Hall staff to grow on CPA budget
- Discussion on responsibility of CPC in establishing clear criteria and creating a transparent public process when reviewing projects so that the Planning Office/City Hall influence will not be seen in projects
- Discussion on # of hours that may be necessary for staff –will a certain number of hours be needed each week or will the staff member work as necessary?
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**Brief discussion on CPA project evaluation criteria:**

- It was suggested that all boards with CPC representation should review each project and the CPC should hold public hearings on the projects
- It was suggested that a third party (Paradise City Forum) hold a public forum on the project evaluation criteria for CPC projects
- It was suggested that an outline of the project evaluation criteria be available for public review and comment

**Potential agenda items for next CPC meeting on May 16, 2007:**

Project Evaluation Criteria

Staffing options

Discussion with Chris Pile, Finance Director

Public Comment Period

Review of minutes